

Program A: Administration and Support

Program Authorization: Act 50 of 1967, R.S. 40:2013.71

PROGRAM DESCRIPTION

The mission of the Administration Program is to oversee, administer, and support the Patient Care Program, which directly provides residential living options and other supports and services to individuals with developmental disabilities.

The goal of the Administration Program is to provide efficient and effective administrative and support services to the programmatic services of Northwest Louisiana Developmental Center.

The Administration Program oversees and provides all supporting services to enable the Patient Care Program to function in the best manner possible for the benefit of the client population. The Administration Program consists of the following activities: (1) Facility Administrator & Associate Administrator Operations, (2) Business Administrator Operations, (3) Purchasing Operations, (4) Computer and Telecommunications Operations, (5) Accounting and Payroll Department Operations, (6) Personnel Department Operations, (7) Maintenance Department Operations, (8) Power Plant Operations, (9) Warehouse Receiving and On-Campus Delivery Operations, (10) Mail Room Operations, and (11) Housekeeping Operations.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The objectives and performance indicators that appear below are associated with program funding in the Governor's Supplementary Recommendations for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.

1. (KEY) To maintain or exceed 90% compliance with Title XIX Certification Standards.

Strategic Link: *This objective implements Goal I, Objective I.1 of the strategic plan: For state fiscal years 1998-99 through 2002-03, Northwest Developmental Center will increase or maintain 90% compliance with Title XIX Certification Standards. The strategic plan wording of "Title XIX Licensing Standards" is incorrect. It should read "Title XIX Certification Standards."*

| LEVEL | PERFORMANCE INDICATOR NAME | PERFORMANCE INDICATOR VALUES | | | | | |
|-------|--|--|--|---|---|--|---|
| | | YEAREND PERFORMANCE STANDARD FY 1998-1999 | ACTUAL YEAREND PERFORMANCE FY 1998-1999 | ACT 10 PERFORMANCE STANDARD FY 1999-2000 | EXISTING PERFORMANCE STANDARD FY 1999-2000 | AT CONTINUATION BUDGET LEVEL FY 2000-2001 | AT RECOMMENDED BUDGET LEVEL FY 2000-2001 |
| K | Percentage compliance with Title XIX standards | 100.0% | 90.0% | 90.0% | 90.0% | 90.0% | 90.0% |

| GENERAL PERFORMANCE INFORMATION: | | | | | |
|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| PERFORMANCE INDICATOR | PRIOR YEAR ACTUAL FY 1994-95 | PRIOR YEAR ACTUAL FY 1995-96 | PRIOR YEAR ACTUAL FY 1996-97 | PRIOR YEAR ACTUAL FY 1997-98 | PRIOR YEAR ACTUAL FY 1998-99 |
| Total number of Title XIX standards | 389 | 389 | 389 | 389 | 389 |
| Number of Title XIX deficiencies at annual review | 23 | 12 | 16 | 16 | 16 |

RESOURCE ALLOCATION FOR THE PROGRAM

| | ACTUAL 1998-1999 | ACT 10 1999- 2000 | EXISTING 1999- 2000 | CONTINUATION 2000 - 2001 | RECOMMENDED 2000 - 2001 | RECOMMENDED OVER/(UNDER) EXISTING |
|--------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|----------------------------|---|
| MEANS OF FINANCING: | | | | | | |
| STATE GENERAL FUND (Direct) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| STATE GENERAL FUND BY: | | | | | | |
| Interagency Transfers | 4,257,652 | 4,443,035 | 4,556,814 | 4,472,971 | 3,838,910 | (717,904) |
| Fees & Self-gen. Revenues | 1,030 | 9,000 | 9,000 | 9,000 | 9,000 | 0 |
| Statutory Dedications | 0 | 0 | 0 | 0 | 0 | 0 |
| Interim Emergency Board | 0 | 0 | 0 | 0 | 0 | 0 |
| FEDERAL FUNDS | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL MEANS OF FINANCING | <u><u>\$4,258,682</u></u> | <u><u>\$4,452,035</u></u> | <u><u>\$4,565,814</u></u> | <u><u>\$4,481,971</u></u> | <u><u>\$3,847,910</u></u> | <u><u>(717,904)</u></u> |
| EXPENDITURES & REQUEST: | | | | | | |
| Salaries | \$1,256,705 | \$1,471,061 | \$1,471,061 | \$1,529,903 | \$1,195,410 | (\$275,651) |
| Other Compensation | 32,338 | 0 | 0 | 0 | 0 | 0 |
| Related Benefits | 203,891 | 235,420 | 235,420 | 244,837 | 195,730 | (39,690) |
| Total Operating Expenses | 1,906,739 | 1,770,139 | 1,770,139 | 1,765,013 | 1,606,153 | (163,986) |
| Professional Services | 24,499 | 0 | 0 | 0 | 0 | 0 |
| Total Other Charges | 685,058 | 963,505 | 1,077,284 | 883,995 | 792,394 | (284,890) |
| Total Acq. & Major Repairs | 149,452 | 11,910 | 11,910 | 58,223 | 58,223 | 46,313 |
| TOTAL EXPENDITURES AND REQUEST | <u><u>\$4,258,682</u></u> | <u><u>\$4,452,035</u></u> | <u><u>\$4,565,814</u></u> | <u><u>\$4,481,971</u></u> | <u><u>\$3,847,910</u></u> | <u><u>(717,904)</u></u> |
| AUTHORIZED FULL-TIME | | | | | | |
| EQUIVALENTS: Classified | 62 | 62 | 62 | 62 | 46 | (16) |
| Unclassified | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> | <u>0</u> | <u>(1)</u> |
| TOTAL | <u><u>63</u></u> | <u><u>63</u></u> | <u><u>63</u></u> | <u><u>63</u></u> | <u><u>46</u></u> | <u><u>(17)</u></u> |

The Total Recommended amount above includes \$3,847,910 of supplementary recommendations for this program. The supplementary recommendation amount represents full funding of this program payable out of revenues generated by the renewal of the 3% suspension of the exemptions to the sales tax.

SOURCE OF FUNDING

The Administration Program of Northwest Developmental Center is funded from a combination of Interagency Transfers, and Fees and Self-generated Revenue. The Interagency Transfers include: Title XIX funds received from the Department of Health and Hospitals, Medical Vendor Payments Program, as reimbursement for services provided to Medicaid-eligible residents; funds provided from the Department of Education for the Special Milk Program; payments for support services provided to the Pines Inpatient Substance Abuse Treatment Center; and payments for support of Special School District Number 1. Fees and Self-generated Revenue includes receipts from pay telephones and payments from patients for services based on a sliding fee scale.

ANALYSIS OF RECOMMENDATION

| GENERAL FUND | TOTAL | T.O. | DESCRIPTION |
|-----------------|---------------|------|---|
| \$0 | \$4,452,035 | 63 | ACT 10 FISCAL YEAR 1999-2000 |
| | | | BA-7 TRANSACTIONS: |
| \$0 | \$113,779 | 0 | BA-7 Number 146: Redistributes interagency transfer funds between the Developmental Centers to align the budgets of the Special School District #1 schools in accordance with the Interagency Agreement with the Department of Education. Approved on December 1999, by the Budget Committee. |
| \$0 | \$4,565,814 | 63 | EXISTING OPERATING BUDGET – December 3, 1999 |
| \$0 | \$27,093 | 0 | Annualization of FY 1999-2000 Classified State Employees Merit Increase |
| \$0 | \$27,634 | 0 | Classified State Employees Merit Increases for FY 2000-2001 |
| \$0 | (\$154,764) | 0 | Risk Management Adjustment |
| \$0 | \$42,623 | 0 | Acquisitions & Major Repairs |
| \$0 | (\$11,910) | 0 | Non-Recurring Acquisitions & Major Repairs |
| \$0 | (\$609) | 0 | Legislative Auditor Fees |
| \$0 | (\$401) | 0 | UPS Fees |
| \$0 | (\$92,039) | 0 | Salary Base Adjustment |
| \$0 | (\$29,640) | 0 | Attrition Adjustment |
| \$0 | (\$70,763) | (5) | Personnel Reductions |
| \$0 | \$2,877 | 0 | Civil Service Fees |
| \$0 | (\$287,215) | 0 | Workload Adjustments - Adjust the interagency transfer funds that the facilities will transfer to the Special School District #1 to match the amount of funding the school district will be allowed to receive. |
| \$0 | \$15,600 | 0 | Other Adjustments - Funding for the HR-ISIS system |
| \$0 | (\$186,390) | (12) | Other Technical Adjustments - Transfer custodian positions from Administration to Patient Care |
| \$0 | \$3,847,910 | 46 | TOTAL RECOMMENDED |
| \$0 | (\$3,847,910) | (46) | LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS |
| \$0 | \$0 | 0 | BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001 |
| | | | SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL: |
| \$0 | \$3,847,910 | 46 | All Administration Programs |
| \$0 | \$3,847,910 | 46 | TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL |

| | | | |
|------------|--------------------|-----------|--|
| | | | SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE: |
| \$0 | \$0 | 0 | None |
| \$0 | \$0 | 0 | TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE |
| \$0 | \$3,847,910 | 46 | GRAND TOTAL RECOMMENDED |

The total means of financing for this program is recommended at 84.3% of the existing operating budget. It represents 73.3% of the total request (\$5,249,625) for this program.

PROFESSIONAL SERVICES

\$0 This program does not have funding for Professional Services

\$0 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$28,722 Security guards (off duty police officers) necessary to protect employees and state owned property
 \$11,290 Legislative Auditor fees

\$40,012 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$526,560 Department of Education for the Special School District #1
 \$11,758 Division of Administration - Uniform Payroll System expenses
 \$214,064 Division of Administration - Comprehensive Public Employees' Training Program and personnel services

\$752,382 SUB-TOTAL INTERAGENCY TRANSFERS

\$792,394 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$42,623 Funding for replacement of inoperable and obsolete equipment
 \$15,600 Funding for the HR-ISIS system

\$58,223 TOTAL ACQUISITIONS AND MAJOR REPAIRS